



TRANSFER OPPORTUNITY

For Current State Employees

Office Technician (Typing)

****Office Assistant (Typing)***

Department of Industrial Relations

Division of Administration

Personnel Unit

San Francisco

Position: Office Technician (Typing) \$2510- \$3050 per month

Location: 455 Golden Gate Avenue, San Francisco, CA 94102

Duties: Under the supervision of the Staff Services Manager I in the Certification Unit of the Personnel Office of the Department of Industrial Relations. Responds to requests for and generates certified lists of eligible candidates, contact letters and other information available, using the State Personnel Board on-line certification system; advertises job openings using the vacancy posting (VPOS) system. Clears and/or cancels certifications using the on-line certification system. Maintains records and files of all certifications distributed, cleared and/or cancelled. Serves as receptionist for candidates for examinations conducted by DIR.

****Will consider downgrading position to Office Assistant (Typing)***

Anyone eligible for transfer to the above class may apply by sending a standard State (Form STD 678) to:

Department of Industrial Relations
P.O. Box 420603
San Francisco, CA 94142
Attention: Terry Stevenson
Telephone: (415) 703-4381
CALNET 593-4381

Submit application By July 14, 2006 or until filled

Applications will be reviewed and interviews may be scheduled subsequently.

CALIFORNIA STATE GOVERNMENT -AN AFFIRMATIVE ACTION EMPLOYER-EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

